

Issued by the

State of Wisconsin

Department of Administration

Request for Information (RFI)

#AD180761

Statewide Emergency Management Consultant Services

Issue Date: February 8, 2018

Responses Due: March 1, 2018

* This is not a bid or proposal.
* This Request for Information (RFI) is issued solely for information and planning purposes only, and does not constitute a solicitation.
* Responses to the RFI shall not be returned.
* Responses to this RFI are not an offer and cannot be accepted by the State to form a binding contract.

**Questions and communications concerning this RFI shall be directed to**:

Amy Schroeder

State Bureau of Procurement, CAPS

Department of Administration

Telephone: (608) 266-0462

Email: [amy.schroeder@wisconsin.gov](mailto:amy.schroeder@wisconsin.gov)

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**Statewide Emergency Management Consultant Services**

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**Attachments**

Attachment 1 – RFI Questionnaire

Designation of Confidential and Proprietary Information (Form DOA-3027)

Vendor Information Sheet (Form DOA-3477)

1. **Introduction**

The information gained from this Request for Information (RFI) may be used by the State in the development of a competitive procurement leading to the selection of a contractor(s) to provide types of consultation services for the evaluation of the Wisconsin’s statewide emergency management process.

1. **Background Information**

The State of Wisconsin utilizes an all-hazards approach to emergency planning and preparedness with a goal of ensuring that emergency responders across all levels of government can communicate in the event of an emergency or threat of emergency.

Wisconsin has a population of over 5.5 million people with a wide range of needs and capabilities for communicating in emergency situations. The state has a governing structure that includes 72 counties, 1,253 towns, 411 villages and 190 cities. In addition to local governments, Wisconsin has 422 school districts and sixteen technical college districts throughout the state, along with a number of special purpose districts including six metropolitan sewerage districts and three professional sports team stadium districts. Among these many entities, there are varying degrees of capacity and capability to communicate and coordinate in the event of an emergency situation.

The State of Wisconsin Department of Military Affairs’ Division of Emergency Management (WEM) is the central agency responsible for guiding state and local agencies through emergency situations. The Department of Military Affairs operates the State Emergency Operations Center (SEOC) and coordinates state and local agencies and volunteer organizations in the event of emergency. When the SEOC is activated, WEM staff coordinate a response with affected state and local agencies.

Wisconsin Emergency Management is guided by Wisconsin Statutes Chapter 323, which provides a framework for preparing state and local government entities to respond to an emergency or the threat of an emergency. State statutes authorize the Governor to issue an executive order declaring a state of emergency for all or a portion of the State under s. 323.10, Wis. Stats.

1. **Acronyms and Definitions**

The following acronyms and definitions are used throughout this RFI and Attachments:

* Day - calendar day unless otherwise indicated
* Department - Wisconsin Department of Administration
* DOA - Wisconsin Department of Administration
* State Agency – any office, commission, board, department, or bureau of state government

(Wis. Stats. Chapter 323 definition)

* Private Entities – a private or not-for-profit business or other nongovernment entity
* RFI - Request for Information
* State - the State of Wisconsin
* Vendor - a company, consortium, or individual submitting a presentation or information in response to this RFI (also a Responder)

1. **Wisconsin eSupplier Portal Registration**

Vendors may access the Wisconsin eSupplier Portal (the State’s electronic strategic sourcing system) at [https://esupplier.wi.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=WI\_GUEST&wimsg=Logo](https://esupplier.wi.gov/psp/esupplier/SUPPLIER/ERP/h/?tab=WI_GUEST&amp;wimsg=Logo) to obtain information on the state procurement process and how to register on the Wisconsin eSupplier Portal.

Only vendors currently registered on the State of Wisconsin eSupplier Portal shall receive official email notices and shall continue to receive notices throughout the RFI process.

Anyone may access the Wisconsin eSupplier Portal on the Internet to get information on state purchasing practices and policies, goods and services that the State buys, and tips on selling to the State.

1. **Calendar of Events**

Listed here are the specific dates of actions related to this RFI. The actions with specific dates shall be completed as indicated unless otherwise changed by DOA. In the event DOA finds it necessary to change any of the specific dates, it shall do so by issuing amendments to this RFI in the Wisconsin eSupplier Portal system.

DATE EVENT

February 8, 2018 RFI issued

February 15, 2018 Deadline for submitting questions

February 19, 2018 Responses to questions (Estimated Date) via Wisconsin eSupplier Portal

**March 1, 2018 RFI Responses due**

1. **Submitting RFI Questions**
2. Questions shall be submitted by February 15, 2018, 11:59PM CT via Wisconsin eSupplier Portal system or by e-mail to [amy.schroeder@wisconsin.gov](mailto:amy.schroeder@wisconsin.gov)
3. State responses to questions, corrections or revisions shall be posted as an amendment or addendum to this RFI on the Wisconsin eSupplier Portal.
4. **Submitting a Response**
5. Responses shall be submitted in the Wisconsin eSupplier Portal system or via email to [amy.schroeder@wisconsin.gov](mailto:amy.schroeder@wisconsin.gov) (Word or .PDF format) on or before March 1, 2018, 2:00PM CT.

No faxed responses shall be accepted.

1. The State shall not be responsible for responses not received by the due date and time.
2. Notify Amy Schroeder if an electronic submission problem occurs prior to the due date and time.
3. Respondents should submit answers to the questions in Attachment 1 and should address each question in the section and any additional material necessary to understand the response.
4. Additional information regarding your products, services and business solutions are welcome, however, the State is not interested in receiving advertising material beyond the scope of this RFI as part of a response. Elaborate responses (e.g., expensive artwork), beyond that sufficient to present a complete and effective response are not necessary or desired.
5. Respondents are solely responsible for all expenses associated with responding to this RFI.
6. All materials submitted in response to this RFI are the property of the State. Information received in response to this RFI that is marked “proprietary” (via the form DOA-3027 Designation of Confidential and Proprietary Information) shall be handled accordingly. Information shall only be kept confidential to the extent allowed by State of Wisconsin Public Disclosure Law. A copy of the form needed to designate portions of your submission as proprietary can be found as part of the RFI attached documents or at the following link: <http://vendornet/vendornet/doaforms/doa-3027.doc>

**VIII. State Review of the RFI Responses**

1. Upon completion of the RFI process, the State may seek clarification from Responders. Please note that the State shall not communicate when the RFI is complete.
2. See Wisconsin eSupplier Portal Registration section above for notification of future procurement opportunities.

**IX. Public Records**

1. All materials submitted in response to this RFI shall become the property of the State and shall become public records after the RFI review process is completed. If the Respondent submits information in response to this RFI that it believes to be trade secret materials, then under Wisconsin public records law, the Vendor shall:
2. Clearly mark all trade secret materials in the response at the time the response is submitted;
3. All information received in response to this RFI that is marked “proprietary” (via the attached form DOA-3027 Designation of Confidential and Proprietary Information) shall be handled accordingly.